Township Handout

Disaster Recovery (DR) – TBD - FEMA Public Assistance (PA)

Please note that this handout is a supplementary document and should only be used as a reference for Townships. The handout only applies when a Federal disaster is declared.

There is additional PA information and guidance on the North Dakota Department of Emergency Services (NDDES) Grants website located at

NDDES Grants Home Page	https://grants.des.nd.gov/site/PA.cfmhttps://grants.des.nd.gov/site/PA.cfm

Type of Incident – TBD

- All damages being claimed must be a direct result of the incident

Incident Period – Start Date: TBD - End Date: TBD

- All damages being claimed must have occurred during the incident period. Damages occurring outside of the incident period are not eligible

Public Assistance Funding is always based on pre-disaster size, capacity and function of the facility. Facilities can only be repaired to their original pre-disaster condition/design unless townships participate in Hazard Mitigation (See Hazard Mitigation Section for additional details).

Eligible facilities – Must meet 6 criteria

1. Be a result of the declared incident
2. Be within Designated Area
3. Be the legal responsibility of the applicant requesting assistance
4. Be a publicly owned improved structure
5. Be a maintained structure
6. Be in use at the time of the event

Non Eligible facilities – Unimproved property (e.g., a hillside or slope, forest, natural channel bank) and land used for agricultural purposes. Private roads and trails are not eligible for PA funding.

Recovery Scoping Meeting – Meeting between the State representatives, Program Delivery Manager (PDMG), and Counties to discuss specific guidance of the declared event. Usually takes place 30 days after a presidential declaration.

Townships have 60 days from the Recovery Scoping Meeting to identify any damages from the incident. Please identify your damages to your County point of contact. Any damages not identified within the 60-day period may be considered ineligible for PA funding.

Once work on a project is 100% complete, the Applicant must submit documentation for the project within 90 days of the Recovery Scoping Meeting or within 90 days of the work completion date, whichever is later.

Categorizing your Damages

Your damages will be separated into categories of work:

1. Category A – Debris Removal (Temporary Work)
2. Category B – Emergency Work (Temporary Work)
3. Category C – Roads and Bridges (Permanent Work)
4. Category D – Water Control Facilities (Permanent Work)
5. Category E – Buildings/Equipment (Permanent Work)
6. Category F – Utilities (Permanent Work)
7. Category G – Parks, recreational and other facilities (Permanent Work)

Note that the category of work identified as "temporary" work must be removed. If you do not intend to remove work that was completed, your category of work may need to be changed.

Maintenance Records

As described above, all facilities (Sites) are required to be maintained. Culvert failure due to age and rust are not eligible. Maintenance records are required for all damaged roads that are being claimed.

If no maintenance records are available, a statement as to how your roads are maintained will be required.

Changing Culvert Sizes

Upsizing or downsizing the diameter of a culvert is not considered eligible unless you have completed a Hydrologic and Hydraulic (H&H) Study.

Culvert systems must be damaged for a H&H study to be eligible.

The H&H study must support the same size the culvert that was placed.

Your damages will also be separated by Work completed and Work to be completed

- Work Completed – Any work that has taken place prior to submittal to FEMA
- Work to be Completed – Any damages that have been submitted to FEMA that are not 100% work completed

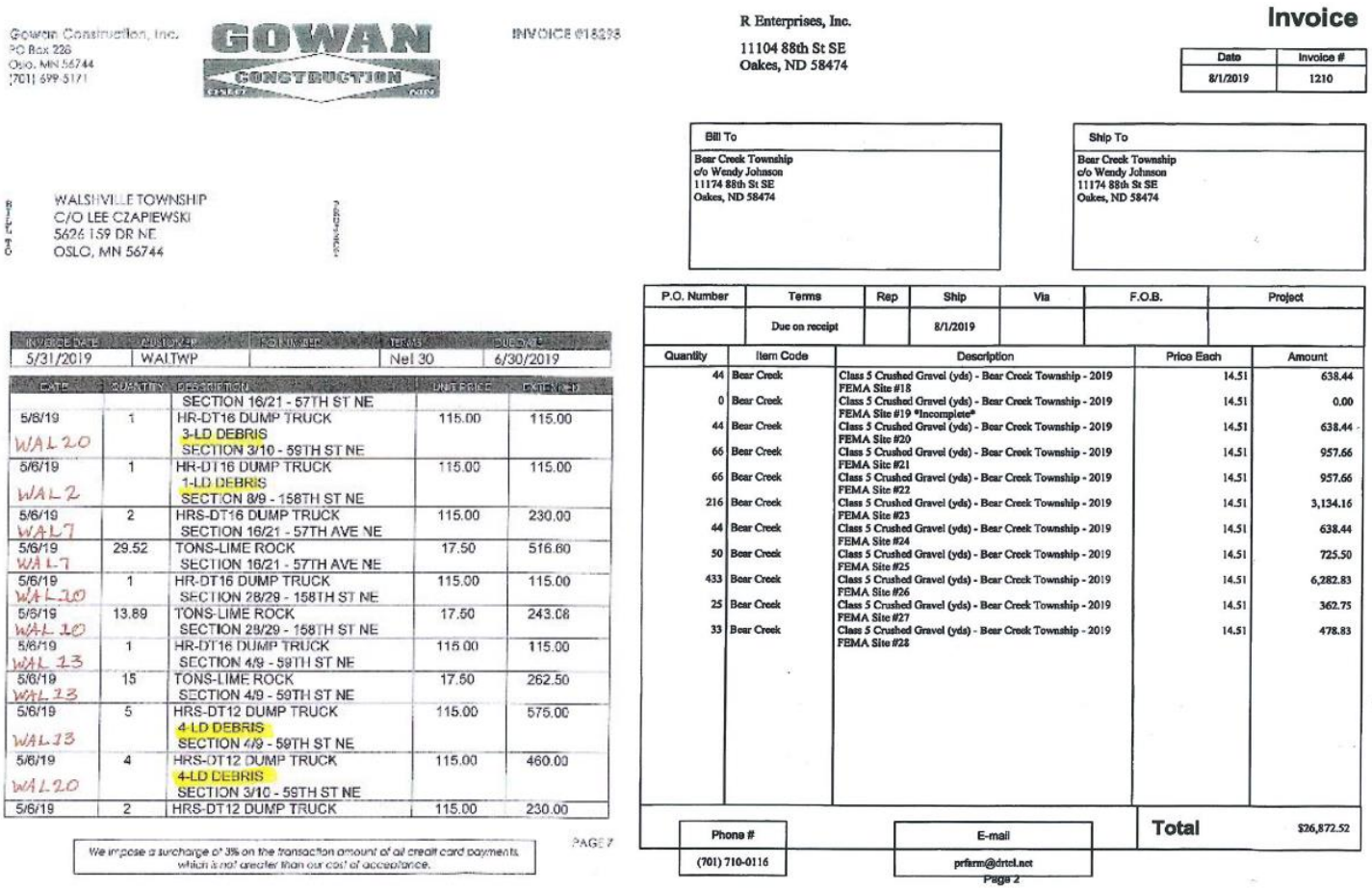
Work Completed

Your work completed costs will be based on actual costs. Invoices are required for work that was completed prior to FEMA submittal. FEMA calculates their quantities in cubic yards, not tons.

Invoices for work completed must include the following: (Also see examples on following pages)

- Quantity of material placed in cubic yards
- Identify location (Section Lines)
- Identify site #
- Invoice date
- Invoice #
- Name of Contractor
- Equipment used to include hours
    - Equipment hours are necessary when completing large sites (Culvert Repairs/Major Washouts)
    - Equipment hours are NOT necessary for simple gravel placement
- Date of work

Please review your invoices for accuracy prior to submittal



Gowan Construction, Inc.
PO Box 226
Osio, MN 56744
(701) 699-5171

GOWAN CONSTRUCTION

INVOICE #18828

WALSHVILLE TOWNSHIP
C/O LEE CZAPIEWSKI
5626 159 DR NE
OSLO, MN 56744

INVOICE DATE	CUSTOMER	TERMS	DUE DATE
5/31/2019	WALTWP	Net 30	6/30/2019

DATE	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
		SECTION 16/21 - 57TH ST NE		
5/8/19 WAL20	1	HR-DT16 DUMP TRUCK 3-LD DEBRIS SECTION 3/10 - 59TH ST NE	115.00	115.00
5/6/19 WAL2	1	HR-DT16 DUMP TRUCK 1-LD DEBRIS SECTION 8/9 - 158TH ST NE	115.00	115.00
5/6/19 WAL7	2	HRS-DT16 DUMP TRUCK SECTION 16/21 - 57TH AVE NE	115.00	230.00
5/6/19 WAL7	29.52	TONS-LIME ROCK SECTION 16/21 - 57TH AVE NE	17.50	516.60
5/6/19 WAL20	1	HR-DT16 DUMP TRUCK SECTION 28/29 - 158TH ST NE	115.00	115.00
5/6/19 WAL20	13.89	TONS-LIME ROCK SECTION 28/29 - 158TH ST NE	17.50	243.08
5/6/19 WAL13	1	HR-DT16 DUMP TRUCK SECTION 4/9 - 59TH ST NE	115.00	115.00
5/6/19 WAL13	15	TONS-LIME ROCK SECTION 4/9 - 59TH ST NE	17.50	262.50
5/6/19 WAL13	5	HRS-DT12 DUMP TRUCK 4-LD DEBRIS SECTION 4/9 - 59TH ST NE	115.00	575.00
5/6/19 WAL20	4	HRS-DT12 DUMP TRUCK 4-LD DEBRIS SECTION 3/10 - 59TH ST NE	115.00	460.00
5/6/19	2	HRS-DT12 DUMP TRUCK	115.00	230.00

We impose a surcharge of 3% on the transaction amount of all credit card payments, which is not greater than our cost of acceptance.

PAGE 1

R Enterprises, Inc.
11104 88th St SE
Oakes, ND 58474

Invoice

Date	Invoice #
8/1/2019	1210

Bill To	Ship To
Bear Creek Township c/o Wendy Johnson 11174 88th St SE Oakes, ND 58474	Bear Creek Township c/o Wendy Johnson 11174 88th St SE Oakes, ND 58474

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on receipt		8/1/2019			

Quantity	Item Code	Description	Price Each	Amount
44	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #18	14.51	638.44
0	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #19 *Incomplete*	14.51	0.00
44	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #20	14.51	638.44
66	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #21	14.51	957.66
66	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #22	14.51	957.66
216	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #23	14.51	3,134.16
44	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #24	14.51	638.44
50	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #25	14.51	725.50
433	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #26	14.51	6,282.83
25	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #27	14.51	362.75
33	Bear Creek	Class 5 Crushed Gravel (yds) - Bear Creek Township - 2019 FEMA Site #28	14.51	478.83

Phone #	E-mail	Total
(701) 710-0116	prfarm@drtel.net	$26,872.52

Page 2

Additional documentation required for Work Completed

- Photos of your damages
- Disposal location for any debris (Debris cannot be disposed within the 100-year floodplain)
    - Damaged culverts
    - Vegetative debris
    - Trees and branches
- Cubic yards of debris removed must be calculated - Keep track of the yardage that is being removed
- The location of any debris removed from public right of ways. You cannot permanently store debris in a floodplain.
- Any permits obtained during the burning or burying of debris
- Map of your damaged sites – Number your sites according to site naming convention
- You will also need to supply the material source location and certifications in the form of SHPO certifications or NDDOT material source certifications

Work to be Completed

In the past physical site inspections were required for work to be completed sites. Virtual site inspections have replaced physical site inspections. FEMA allows funding for sites where the work has not been completed based on damaged descriptions, accurate photos and supported estimates. NDDES Reserves to inspect any and all sites if discrepancies are found.

Once your damages have been identified, an estimate of damages and cost will be submitted by NDDES to FEMA for approval. Estimates from local contractors are highly recommended. Future invoices for these sites will need to be kept for review and compliance.

Documentation required for Work to be Completed:

- Material Cost Sheets – Additional blank forms can be obtained from your county point of contact
    - Please provide estimates for all material identified for your work to be completed sites
    - Important to include estimates for culverts as well
    - For larger work to be completed sites ($10,000.00+)
        - Seek out local quotes from contactors
        - Engineers estimates are generally acceptable by FEMA
        - Document how quotes were requested
        - Seek out 3 quotes if possible
- Map of your damaged sites – Number your sites according to site naming convention
- Photos of your damages at the time of the event (It can be difficult to see damages after blading has occurred at your sites)

Hazard Mitigation

FEMA has authority to provide PA funding for cost-effective hazard mitigation measures for facilities damaged by the incident.

Mitigation efforts must be cost effective and reduce the potential of future similar disaster damages to the eligible facility, (a facility is a road, culvert, building, bridge etc… all are classified as a facility under FEMA).

- The Mitigation proposal cost cannot exceed 100% of the eligible damage to your site

Hazard Mitigation Examples:

- Installing Rip Rap
- Upsizing culverts with an appropriate H&H study
- Geotextile Separation Fabric
- CMP end sections, headwalls and wingwalls

Mitigation proposal must protect a damaged element

- Installing rip rap to prevent surface gravel wash does **NOT** protect the damaged element
- Installing rip rap to protect a damaged culvert does protect the damaged element

Hazard Mitigation proposals are required to go through an additional FEMA review. You are also responsible for the additional local share of your hazard mitigation.

It is always best to discuss your hazard mitigation proposals with your PDMG or county point of contact before conducting the work.

Please see your County point of contact or PDMG if you have questions at any time.

Capturing Damage Information

After the event (disaster) is over and you can safely travel your roads, it is important to collect your damage information.

Items to capture:

- Description of the facility
- Exact dimensions of the damage, including the specific materials and the size/capacity/model of the damaged components
- Cause of damage, confirm damages were caused by the event and damages occurred during the incident period
- Photos and/or sketches of site to capture profile and cross-sectional perspectives.

Take the GPS at the start and end of damage, and at all culvert locations. If cannot get to the end point, if possible, take from the North end of a North-South road, the East end of an East-West road.

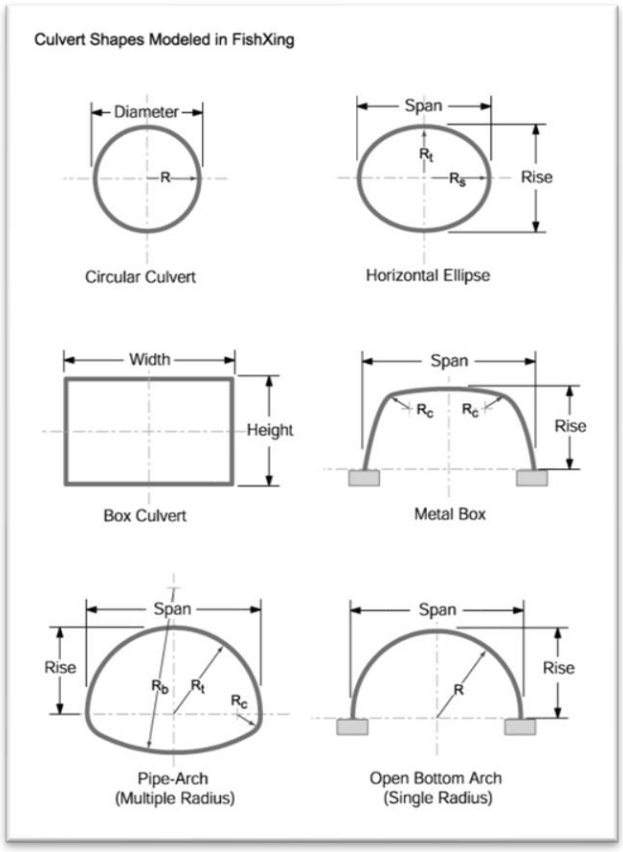
Take Accurate and Complete Photos

Take an initial photo of the whole area then photos of damage from multiple angles by site, ensuring lighting and perspective allows someone reviewing the photos to clearly see the damages. When taking photos, if possible, add notes or captions of details to each photo, including perspective (e.g., east, west), so reviewers can reference the site to the photo to make a determination.

- For additional guidance on capturing damaged photos, please see site inspection training video: NDDES Site Inspection Video - YouTube

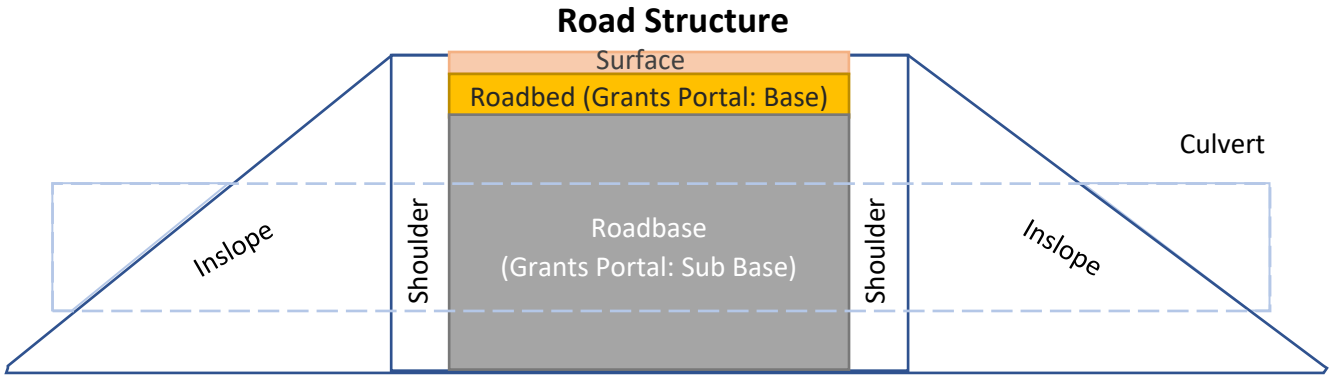
Components of a Road:

- **Surface:** Surface Gravel (CL5) crushed/screened, fines, etc. The topmost road layer.
    - L x W x D / 324 = CY (L, W in feet & D in inches). For area, L x W / 9 = SY (L, W in feet).
- **Roadbed:** Gravel (CL13), pit run, scoria, shale, etc. Base for surface. Mitigation opportunity using geotextile fabric underneath.
    - L x W x D / 324 = CY (L, W in feet & D in inches).
- **Road base:** Embankment, clay, etc. The bottom-most layer.
    - L x W x D / 27 = CY (L, W, D in feet).
- **Shoulder:** Embankment, clay, etc. Non-sloped portion adjacent to gravel road.
    - L x W x D / 27 = CY (L, W, D in feet).
- **Inslope:** Embankment, clay, etc. Sloped portion. Riprap and filter fabric, or wing wall Mitigation may be utilized when bridge or culvert system is present.
    - L x W x D / 54 = CY (L, W, D in feet).
- **Culvert:** Corrugated Metal Pipe (CMP), Reinforced Concrete Pipe (RCP), Polyethylene Pipe (PEP), box/precast culvert, etc. Shape may be circular, arched, box or bridge.
    - L x Diameter.



Intersections or Roads – You may want to break an intersection into multiple components.

Measurements – Use a tape measure to record the length, width, depth and/or diameter of the damaged component. Measure the road length with either a vehicle distance measuring device, distance wheel, GPS or any other accurate unit of measurement.



Length of Damage

The length of damages is normally continuous, from a seen point to the next seen point of continuous wash.

Developing your Damage Description (DDD) Examples by Category:

Category A: Debris Removal

- Woody debris gathered against bridge abutment over area 40’ x 10’ x 4’ (60 CY). Debris was removed and taken to city landfill.

Category B: Emergency Protective Measures

- The city constructed levees from earth, sandbags, and HESCO bags to protect against the threat to life and property of the citizens of Mandan. Force Account utility work crews were mobilized to help flood fighting efforts. They combined with other city employees to man pumps, check dikes and levees, acquire necessary materials at local businesses in order to keep flood waters under control.
- Electrical generators were rented to supply power to operate electric pumps and lights during the flood fighting effort. Tractors were rented (some donated) and placed at strategic points throughout the city and PTO pumps attached to tractors were used to move large amounts of flood water away from threatened areas.
- The utility crew, working with the wastewater crew, acquired ball plugs and placed them at wastewater lift stations to keep flood water from community housing and businesses. Frames were built to guide hoses over dikes and levees from pumps pumping flood water from behind plug dikes and levees in the bay areas.

Category C: Roads and Bridges: (Length x Width x Depth)

- Surface gravel washed from road area 100’ x 22’ x 2”
- Pit run washed from Roadbase over area 75’ x 22’ x 4” (Grants Portal: BASE)
- Roadbed eroded over area 50’ x 22’ x 3’. Lost material consisted of _____ (Embankment/Pit Run/etc.) (Grants Portal: SUBBASE)
- Inslope eroded over area 50’ x 6’ x 2’ / 2 on the (West/East/North/South) side
- Rip Rap eroded over are 50’ x 6’ x 2’ on the (West/East/North/South) side
- ____ LF of ___ in. (CMP / RCP / CPEP) eroded, washed out and displaced without damage. Culvert requires a S&R. (note 1)
- ____ LF of ___ in. (CMP / RCP / CPEP) eroded, washed out and damaged beyond repair. Culvert requires a F&I. (note 1)
- ____ LF of ___ in. (CMP / RCP / CPEP) eroded around and collapsed. Culvert requires a Furnish and Install. (note 1)
- ____ LF of ___ in. culvert plugged with debris. (note 1)
- Area around culvert eroded on the (inlet/outlet) side ____ ft. x ____ _____ft. x ____ ft.
- Filter Fabric loss over area L x W on the (West/East/North/South) side of inslope
- Road Inundated L x W (and depth if possible)

Note 1: Culvert issue may include some or all, (e.g. Surface Gravel, Roadbase, Roadbed, Shoulder, Inslope and Rip Rap), loss under the DDD.

Category G: Parks, Recreation and Other

- The gravel parking lots for the playground (approx. 500ft x 450ft) and the adjacent baseball fields (approx. 1000ft x 25ft) were scoured by the rushing water destroying 6in of gravel base and 3in of surface gravel. In total 250,000SF of base and surface gravel was washed away.
- Four sets of horseshoe pits constructed of 8in x 8in treated timbers in two 5ft by 4 ft squares with double 4 ft 8in x 8in treated timber backstops on each end were destroyed. In the playground 75ft x 75ft of rubber playground much (six in depth) was washed away.

Site Naming Convention:

Every site is required to have an identifying number.

- Township Sites: Please use the first and last letters of your county followed by the first three letters of your township, followed by the numerical numbering of your site. The numerical numbering must contain 2 characters.
- For example: Benson County, Rock Township Site 1 would be BnRoc01.

Inundated Roads – Loss of Useful Service Life

- FEMA cannot provide PA funding for the projected loss or damages that are not visible during site inspection
- When inspecting inundated roads
    - Take GPS
    - Develop a length, width and depth of inundation
    - Take photos of site
    - Forward the site to your county point of contact
- Inundated Road – Eligible When
    - The submerged section of road is in a closed basin flooding area;
    - The closed basin flooding is directly attributed to the declared major disaster event rather than the culmination of multiple meteorological events that have caused excessive run-off into the closed basin area over an extended period of time; and
    - The closed basin flooding results in long-term loss of use of critical routes.
- Identify inundates roads immediately so NDDES can provide additional guidance.

Non-maintained Road

- Road must be maintained, improved and in use at the time of the event to be eligible.
- Roads must be available to the general public
- There may be some exceptions

Map of Sites

- Townships are required to identify all site locations on their township's Directory Map and NOT THE PLAT MAP.
    - This can be done in pen and ink but will be updated to resemble page 8 before submittal to the State.
- Map's must show Street and Avenue numbering, Section numbering, Road Type, Road Numbering (if applicable, FHWA Roads and some County Roads are numbered).